

Young Footliters and City Circle COVID Production Protocols – Spring 2022

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Please direct questions to Evan Hilsabeck at ehilsabeck@coralville.org, or 319.248.9371.

City Circle Theatre Company and Young Footliters Youth Theatre are programs of the City of Coralville. The following policy will be used for all Spring 2022 productions. This keeps us in compliance with City policy and protects our theatre family.

Mask Policy

All participants must wear a proper face mask during rehearsals, meetings, and program-related gatherings. During performances and dress rehearsals on stage, performers *may* be unmasked. That information will be communicated in the audition announcement.

Vaccine Policy

We strongly encourage all participants to be fully vaccinated. However, as a City program we cannot require proof of your vaccination status.

Circle of Trust

Your actions outside rehearsal impact the whole production. Please be vigilant in your daily life. Wear a mask, maintain social distancing, and take all appropriate precautions. The choices you make protect your fellow production members.

Definition of “Fully Vaccinated”

For the following protocols, you are “fully vaccinated” only if:

- (1) You have received a booster shot, **or**
- (2) completed the primary series of Pfizer or Moderna vaccine within the last 6 months, **or**
- (3) completed the primary series of Johnson & Johnson vaccine within the last 2 months.

Definition of “Exposure”

For the following protocols, you have been “exposed” to COVID if:

- (1) Outside of rehearsal, any individual who has received a positive COVID diagnosis has been
 - a. Less than 6 feet away from you
 - b. For a cumulative total of 15 minutes or more over a 24-hour period
 - c. Anytime after 48 hours before the positive test result or the onset of symptoms
 - d. Regardless of the vaccination status of either individual
 - e. Regardless of whether either individual was masked
- (2) Due to the close-contact of rehearsal, we consider all individuals present at a rehearsal to be “exposed” to everyone else present. If one production member tests positive, anyone who has rehearsed with the individual within 48 hours before the positive test result will be considered “exposed.”

COVID Exposure and Positive Case Procedure:

1. If you test positive for COVID:

Regardless of vaccination status.

- You must notify the stage manager.
- You will remain home for 5 full days from the date of your positive test.
- You must be symptom-free for 24 hours before returning to rehearsal.
- You will continue to wear a mask for 5 additional days.

2. If you were exposed to someone with COVID:

If you are fully vaccinated:

- You must wear a mask for 10 days.
- We strongly recommend you receive a test on day 5, if possible.
- If you develop symptoms, you must
 - stay home for 5 days from the date of first symptoms, or
 - receive a negative test result.

If you are not fully vaccinated:

- You must notify the stage manager.
- You must stay home for 5 days.
- Following quarantine, you must continue to wear a mask around others for 5 additional days.
- We strongly recommend you receive a test on day 5, if possible.
- If you develop symptoms, you must
 - stay home for 5 days from the date of first symptoms, or
 - receive a negative test result.

3. COVID case within a family

If a member of your immediate household tests positive for COVID,

- You must notify the stage manager.
- You will be required to follow the above protocol for exposure. However, the CCPA Programming Supervisor may require additional precautions, as we assume you will eventually test positive.

Your Responsibility to Communicate

If you (1) test positive for COVID, or (2) develop symptoms after exposure, or (3) must quarantine, or (4) a member of your family tests positive, you must inform your stage manager. Your self-reporting is our best tool to prevent further spread. Please do not continue to attend rehearsal and “hope it’s nothing.” You can best protect your fellow production members by:

1. Letting the stage manager know right away. This can help prevent additional spread.
2. If you test positive, please allow the stage manager to use your name in informing the cast and crew. This helps all production members make informed decisions.

Our Responsibility to Communicate

We believe that timely, direct communication is helpful to families, production members, and CCPA staff. By working together, we can continue to create as much theatre, as safely, as possible.

1. If a production member tests positive:
 - CCPA staff will inform all production members in a separate e-mail. If we have been given permission, we will include the name of the affected individual. This helps everyone better understand their degree of exposure.
 - Any production members who were present at rehearsal with the affected individual within 48 hours of a positive test or the onset of symptoms will be considered “exposed” and will be required to follow the exposure protocol above.
 - i. This means that fully vaccinated individuals can continue to rehearse, masked, and monitor themselves for symptoms.
 - ii. Unvaccinated or partially vaccinated individuals will need to quarantine as per the protocol.

2. If a production member must quarantine due to outside exposure:
 - The stage manager will inform all production members as part of the daily rehearsal report. This helps team members plan for possible changes or challenges in upcoming rehearsals.

Stage Manager’s Protocols

Once a production member has notified the Stage Manager of a positive test or exposure, the stage manager will take the following steps.

- **If a production member reports a positive COVID test**
 1. Reply to confirm receipt.
 - i. If not already granted, request permission to use the member’s name in communication with other cast or production members.
 - ii. If the production member is present at rehearsal, immediately send home.
 2. In one email, notify Elizabeth Tracey, Evan Hilsabeck, and production director(s).
 - i. Include a list of all production members who were present at rehearsals within 48 hours of the positive test.
 3. Elizabeth Tracey will prepare a separate e-mail for all production members notifying them of the exposure and of next steps.

- **If a production member reports self-quarantine**
 1. Reply to confirm receipt.
 2. Notify production director(s) for planning purposes.
 3. Note the planned absence of the production member in the nightly rehearsal report.